

Step-by-Step Instructions for Creating a Public Notice Solicitation

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A Public Notice Solicitation notifies the public of a solicitation that will be evaluated and awarded outside of OhioBuys. To create a Public Notice Solicitation, log in to OhioBuys. From the Main Menu Navigation bar, click **Sourcing** and then select **Create Sourcing Project** from the drop-down menu.

▲ Agency Sourcing Associates, Contract Analysts, and Procurement Managers are able to create and post public notice solicitations.

The Create Sourcing Project page is displayed. On this page, you will need to complete the **Sourcing General Information** section. Note that any fields with a red asterisk are mandatory and must be completed to continue.

The screenshot shows the 'Sourcing General Information' form. It includes fields for Solicitation ID, Label (marked with a red asterisk), Project Type (dropdown), Status (dropdown, currently 'In progress'), Contracting Entity (dropdown), Participating Organizations (dropdown), Commodities (dropdown), Other Commodities (dropdown), Project Start Date (calendar icon, showing 8/13/2020), Market Type (dropdown), Request to Purchase (dropdown), and Index Number.

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- a) Update the **Label** field with the name for the sourcing project. This field is visible to Suppliers and must contain a brief, straightforward description of the purpose of the solicitation. If creating the solicitation from a purchase requisition, this field will default to the purchase requisition label and should be updated so that the needs of the solicitation are easily understandable for potential Bidders and/or Suppliers.
- b) Select a **Project Type** of *Public Notice*.
- c) Indicate the **Status**. This field should always be left as *In Progress*.
- d) Select the **Contracting Entity**. This field is typically the agency or Co-op responsible for initiating the solicitation.
- e) Add any additional **Participating Organizations** if applicable. These are the organizations that are allowed to access and purchase items from the solicitation.
- e) Add the relevant **Commodities** and **Other Commodities** to the solicitation. The selections made here will drive which potential Bidders and/or Suppliers are shown on the Add Suppliers tab. Note that other Suppliers can still be invited to participate even if their profile does not list the commodities associated with the solicitation.

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Sourcing General Information

Solicitation ID ☐ Save as a template

Label *

Project Type * Status *

Contracting Entity * Participating Organizations

Commodities * Other Commodities

Project Start Date *

Market Type Request to Purchase

Index Number

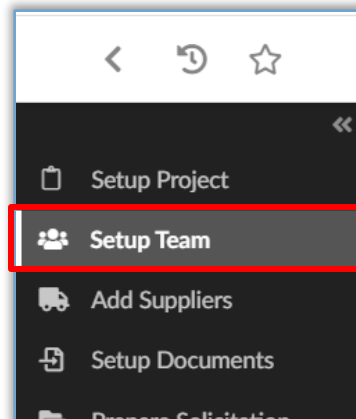
- f) Indicate the **Project Start Date**. This will default to the date the project is created, but can be retroactively or future dated if required..
- g) Use the **Market Type** field to indicate the type of Suppliers that will be involved in the solicitation
- h) If there is a **Request to Purchase** associated with the solicitation, you can search for it and select it from the drop-down menu.
- i) Input the **Index Number** if there is one associated with the solicitation. An index number is a short contract designator, often represented by three letters followed by three numbers.

3

Click **Save**.

Save

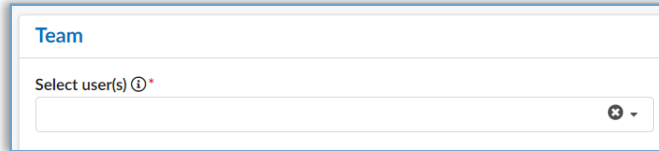
4

Navigate to the **Setup Team** tab.

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The **Team** page is displayed. To add a team member, click in the **Select Users** field and type in the user's name, then select it when it appears from the drop-down menu.

A screenshot of a web interface titled "Team". Below the title is a text input field labeled "Select user(s) ⓘ" with a dropdown arrow on the right. The field is currently empty.

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Select a team member's role under the Profile header. Available roles include:

- a) **Ad-hoc Approver (Sourcing Project)**: Acts as an additional approver before the Posting Approver when posting a solicitation.
- b) **Contributor (Sourcing Project)**: Can update the solicitation with additional information.
- c) **Evaluator (Sourcing Project)**: Can evaluate Supplier responses to a solicitation. Note this is not used for public notice solicitations.
- d) **Posting Approver**: Reviews and approves the solicitation prior to posting.
- e) **Records Review**: Reviews solicitation documents prior to them being publicly posted, to ensure the proper files are posted (e.g., redacted documents). Note this is not used for public notice solicitations.
- f) **SME (Sourcing Project)**: Can review and update certain aspects of the solicitation based on their subject matter expertise.

▲ Note: Users can be assigned multiple roles.

▲ To remove a role, click the **X** icon to its left.

▲ To remove a user from the team, click the **Trashcan** (🗑️) icon to the left of the user's email address.

A screenshot of a table showing team members. The first two columns show email addresses: "mkaizer@kpmg.com" and "mkaizer@kpmg.com". The third column shows a role: "Responsible (Sourcing Project)". The fourth column shows the name: "KAIZER Mike". There is a trash can icon to the left of the first email address and an 'X' icon to the left of the role.

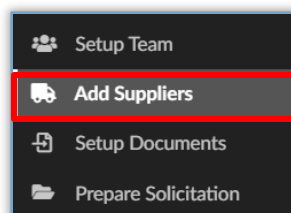
7

Repeat steps 5 and 6 to add the remaining team members to the solicitation as needed. When you are done, click **Save**.

A blue button with a white floppy disk icon and the text "Save".

8


Navigate to the **Add Suppliers** tab.

A screenshot of a vertical navigation menu. The menu items are: "Setup Team", "Add Suppliers", "Setup Documents", and "Prepare Solicitation". The "Add Suppliers" item is highlighted with a red rectangular border.

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If applicable, indicate the **Master Contract** for the solicitation. This will automatically add all Suppliers associated with the Contract to the list of invited Suppliers.

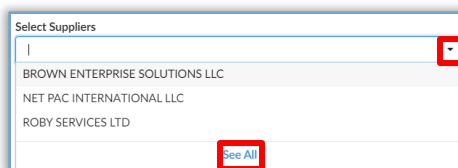
A screenshot of a web form showing a dropdown menu labeled "Master Contract". The dropdown is currently empty, showing only the label and a downward arrow icon.

- ▲ This is most commonly used when a contract has already been awarded to a pool of pre-qualified Suppliers and secondary solicitations amongst those Suppliers are required before a purchase can be made

Inviting Suppliers gives the Supplier the ability to see the solicitation and respond when they log into the application. Suppliers not invited will have to locate the solicitation on the public portal first and click the 'Participate in RFX' button to gain access to it. Going forward, OhioBuys will automatically notify all Bidders and/or Suppliers who have a commodity on their profile that is in the same category as the commodity or commodities listed on the solicitation.

- ▲ Note that while commodity Suppliers are notified, only selected Suppliers are specifically invited to participate in the solicitation.

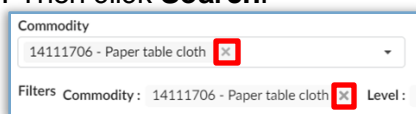
Click the **Selector** (▾) icon on the **Select Suppliers** field. By default this drop-down will display all of the Bidders and Suppliers who have set their account up with the relevant commodity code(s) in OhioBuys. To add additional Bidders and/or Suppliers, click **See All**.

A screenshot of a web form showing a dropdown menu labeled "Select Suppliers". The dropdown is open, displaying a list of suppliers: "BROWN ENTERPRISE SOLUTIONS LLC", "NET PAC INTERNATIONAL LLC", and "ROBY SERVICES LTD". A red box highlights the "See All" link at the bottom of the list.

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After clicking **See All**, a list of potential Bidders and/or Suppliers is displayed. By default this list will be filtered to only show Bidders and/or Suppliers who offer the commodity for your solicitation. Users can refine this search using different filters such as **Keywords**, **Commodities**, **Dealers**, etc.

- ▲ By default OhioBuys will filter the Bidders / Suppliers by the commodity code associated with the line item. To see additional Bidders and/or Suppliers, or Bidders / Suppliers who have not set their accounts up with that commodity code in OhioBuys, you will need to clear the commodity filter. To do this, click the **X** icon next to the commodity name in either the Commodities field, or the filter. Then click **Search**.

A screenshot of a web form showing a dropdown menu labeled "Commodity". The dropdown is open, displaying a list of commodities: "14111706 - Paper table cloth". A red box highlights the "X" icon next to the commodity name. Below the dropdown, there is a "Filters" section with a label "Commodity: 14111706 - Paper table cloth" and a red box highlighting the "X" icon next to it.

- ▲ Please note, OhioBuys requires the selection of at least 1 Bidder or Supplier. If the user would not like to select any individual Bidders and/or Suppliers, search for the Supplier ID associated with the contracting entity (e.g., DAS01) in the Keywords field and select this Supplier in the search results. In order to do this, the chosen Supplier record must have a contact associated with it. Doing so will fulfill the requirement to invite at least 1 Supplier.

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Click the **Checkbox** (☐) icon to select a particular Bidder or Supplier or click the **Checkbox** (☐) icon next to the **Code** header to select all of the displayed Bidders and/or Suppliers.

Code	Supplier	Status	Address	City	State
<input checked="" type="checkbox"/>	0000008269 SUP007004 #1 RADON TESTER	Active Supplier	171 HALL RD	Pennsylvania ALIQUIPPA	15001

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To modify the list of added Bidders and/or Suppliers:

Supplier	Status	Main Contact	Invited
#1 RADON TESTER	Active Supplier	SUPPLIER Radon (b@kll.com)	<input checked="" type="checkbox"/>
1 BUCKEYE LAWN & LANDSCAPES LLC	Active Supplier	3M Contact (3mCEO)	<input checked="" type="checkbox"/>

- Use the **Trashcan** () icon to remove a Bidder or Supplier from the list of invited Bidders and/or Suppliers.
- Update the **Main Contact** field with the name of the Bidder or Supplier contact that should receive the invitation to respond – note that the Bidder or Supplier must have a contact in OhioBuys to be invited to participate in the solicitation.
- Use the **Invited** checkbox to determine whether or not a Bidder or Supplier on the list should be invited to respond to the solicitation.

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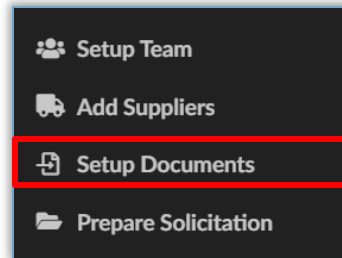
Click **Save**.

If the MBE Set Aside slider is clicked, the solicitation will be flagged as MBE set aside on the Public Solicitations page. Users will only be able to invite MBE Suppliers to respond to the solicitation. Additionally, only registered MBE Suppliers will be able to respond to the Solicitation.

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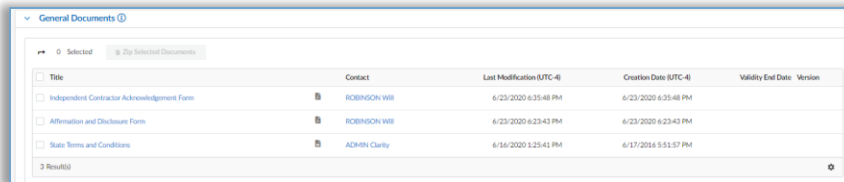
13

Navigate to the **Setup Documents** tab.



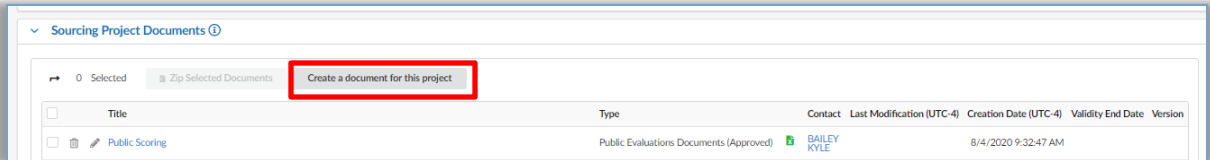
14

In the **General Documents** section, certain State Documents that are standard across solicitations are displayed. To export these documents to a .zip file, click the **Checkbox** (☐) icon to the left of the documents you would like to export. Then click **Zip Selected Documents**.

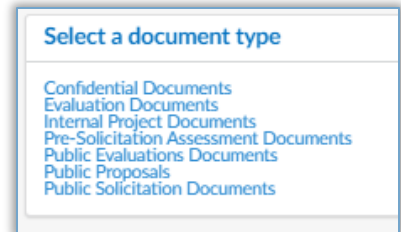


15

In the **Sourcing Documents** section, upload documents specific to this solicitation. To upload a document, click **Create document for this project**.



Select a document type from the list provided.



Document types include:

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- 1) Confidential Documents – Documents associated with the solicitation that bear some level of confidentiality
- 2) Evaluation Documents – Documents relevant to how proposals will be evaluated
- 3) Internal Project Documents – A catchall for all other relevant internal documents associated with the solicitation
- 4) Pre-Solicitation Assessment Documents – Documents relevant to the need. This might include a project intake form, risk assessment, data assessment, etc.
- 5) Public Proposals – Responses to the solicitation that are publicly available – note that these will not be available until after responses have been received
- 6) Public Solicitation Documents – Relevant solicitation documents that are released to the public

Step-by-Step Instructions for Creating a Public Notice Solicitation

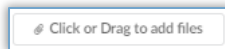
17

Update the document information by including:

- Title:** The name of the document.
- Summary:** A description of the document contents.
- Status:** Whether the document has been approved, drafted, blocked, or requires approval.

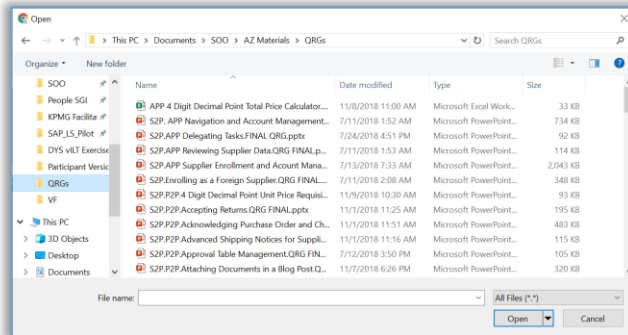
18

Click **Click or Drag to add files** to upload a document.



19

Select a document from your PC and click **Open** to upload it.



20

Click **Save & Close** to upload the document.



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To manage a document once it has been uploaded:

<input type="checkbox"/>	Title	Type	Contact	Last Modification (UTC-4)	Creation Date (UTC-4)	Validity End Date	Version
<input type="checkbox"/>	MWK Dummy Doc	Evaluation Documents (Approved)	KAIZER Mike	8/14/2020 3:21:51 PM	8/14/2020 3:14:59 PM		
1 Result(s)							

- Click the **Pencil** () icon to edit the document information.
- Click the **Trashcan** () icon to delete the document.
- Click the **Checkbox** (☐) icon to select a document, then click **Zip Selected Documents** to export them to a .zip file.

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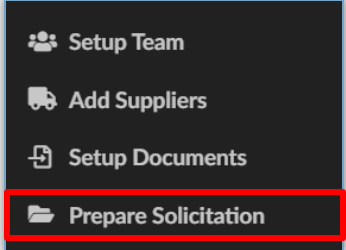
22

Repeat steps 15-21 as needed until you are finished uploading solicitation documents. When you are finished, click **Save & Close**.



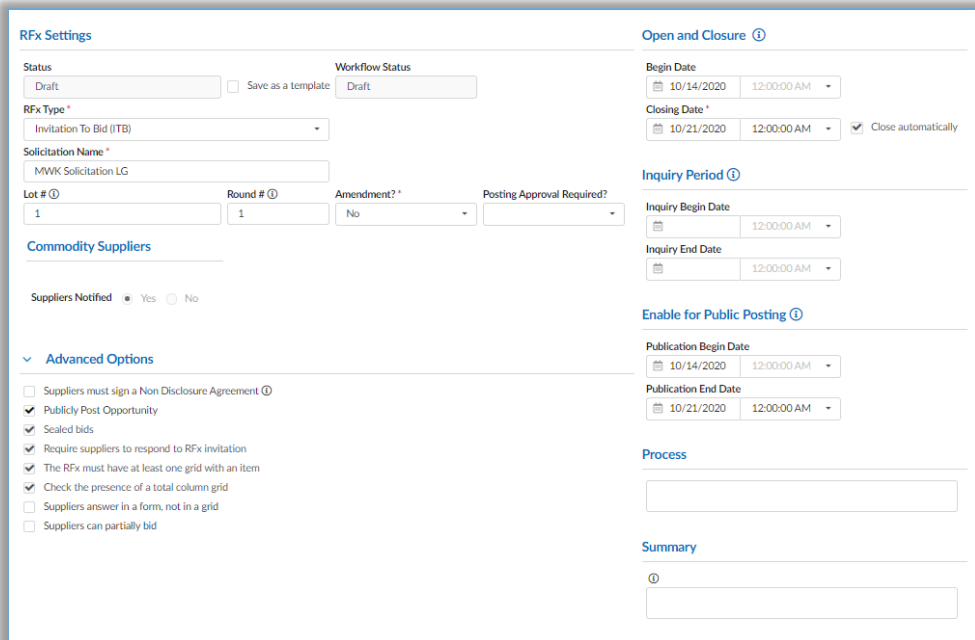
23

Navigate to the **Prepare Solicitation** tab.



On the **Prepare Solicitation** tab:

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The screenshot shows the 'Prepare Solicitation' tab with the following sections:

- RFx Settings:**
 - Status: Draft (with 'Save as a template' checkbox)
 - Workflow Status: Draft
 - RFx Type: Invitation To Bid (ITB)
 - Solicitation Name: MWK Solicitation LG
 - Lot #: 1, Round #: 1, Amendment?: No, Posting Approval Required?: No
- Commodity Suppliers:** Suppliers Notified: Yes (selected)
- Advanced Options:**
 - ☐ Suppliers must sign a Non Disclosure Agreement
 - ☒ Publicly Post Opportunity
 - ☒ Sealed bids
 - ☒ Require suppliers to respond to RFx invitation
 - ☒ The RFx must have at least one grid with an item
 - ☒ Check the presence of a total column grid
 - ☐ Suppliers answer in a form, not in a grid
 - ☐ Suppliers can partially bid
- Open and Closure:**
 - Begin Date: 10/14/2020 12:00:00 AM
 - Closing Date: 10/21/2020 12:00:00 AM (with 'Close automatically' checkbox checked)
- Inquiry Period:**
 - Inquiry Begin Date: 12:00:00 AM
 - Inquiry End Date: 12:00:00 AM
- Enable for Public Posting:**
 - Publication Begin Date: 10/14/2020 12:00:00 AM
 - Publication End Date: 10/21/2020 12:00:00 AM
- Process:** (Empty text field)
- Summary:** (Empty text field)

- Select *Public Notice* from the **RFx Type** drop-down menu.
- If needed, update the **Solicitation Name**. At a bare minimum, this field should include a description of the solicitation that will be understandable to Bidders and/or Suppliers unfamiliar with the State. Please avoid using acronyms.
- Indicate whether or not the solicitation is an **Amendment**.
- Indicate the **Open and Closure** dates. These are the dates the solicitation will be available for Suppliers to respond to.

Step-by-Step Instructions for Creating a Public Notice Solicitation

On the **Prepare Solicitation** tab:

The screenshot displays the 'Prepare Solicitation' tab with the following sections:

- RFx Settings:**
 - Status: Draft (with 'Save as a template' and 'Draft' buttons)
 - RFx Type: Invitation To Bid (ITB)
 - Solicitation Name: MWK Solicitation LG
 - Lot #: 1, Round #: 1, Amendment?: No, Posting Approval Required?: No
 - Commodity Suppliers: Suppliers Notified (Yes/No)
 - Advanced Options:
 - ☐ Suppliers must sign a Non Disclosure Agreement
 - ☒ Publicly Post Opportunity
 - ☒ Sealed bids
 - ☒ Require suppliers to respond to RFx invitation
 - ☒ The RFx must have at least one grid with an item
 - ☒ Check the presence of a total column grid
 - ☐ Suppliers answer in a form, not in a grid
 - ☐ Suppliers can partially bid
- Open and Closure:**
 - Begin Date: 10/14/2020 12:00:00 AM
 - Closing Date: 10/21/2020 12:00:00 AM (with 'Close automatically' checkbox checked)
- Inquiry Period:**
 - Inquiry Begin Date: 10/14/2020 12:00:00 AM
 - Inquiry End Date: 10/21/2020 12:00:00 AM
- Enable for Public Posting:**
 - Publication Begin Date: 10/14/2020 12:00:00 AM
 - Publication End Date: 10/21/2020 12:00:00 AM
- Process:** (Empty text area)
- Summary:** (Empty text area)

24

- e) Indicate the **Inquiry Period** – these are the dates during which Suppliers can ask questions about the details of the solicitation. If these dates are left blank, Suppliers will be unable to submit inquiries using OhioBuys.
- f) Indicate the **Enable for Public Posting** dates – these are the dates during which the solicitation will be available for viewing on the public portal. Public posting dates should match the Open and Closure Dates and will auto-populate to match the Open and Closure Dates when they are initially filled out.
- ▲ If subsequent changes are made to the Open and Closure Dates, the Public Posting Dates will need to be manually updated to match
- g) Complete the **Process** section to provide a general overview of the selection process that will be used to award the solicitation. It is important to complete this field with as much detail as possible to keep Suppliers effectively informed about the selection process. (e.g., for a Public Notice solicitation, provide instructions on where responses should be submitted since they will be submitted outside of OhioBuys; for a bid/quote, explain that an award will be made to the lowest responsive and responsible Bidder and/or Supplier)
- a) Complete the **Summary** section to introduce and provide a general overview of the purpose for the request. It is important to complete this field with a straightforward explanation of what goods/services the solicitation is for, to provide Bidders and/or Suppliers with a high-level understanding of what is being sought. Since this is a public notice solicitation, bids will not be submitted in OhioBuys so users should also use this field to explain to suppliers how they should submit their bids.

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Click **Save**.

Step-by-Step Instructions for Creating a Public Notice Solicitation

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Navigate to the **Documents** header within the **Prepare Solicitation** tab.

The screenshot shows the 'Prepare Solicitation' tab with a sidebar on the left containing links: 'Setup Project', 'Setup Team', 'Add Suppliers', 'Setup Documents', and 'Prepare Solicitation'. The 'Prepare Solicitation' link is active. The main content area has tabs: 'Setup', 'Documents' (highlighted with a red box), 'Confirm Invited Suppliers', and 'Workflow'. Below the tabs, there's a 'Selected Lot - Round' dropdown menu showing 'Lot 1 - Round 1 : MM - Computer Services (Open for Bidding)'. Under the 'Documents' tab, there's an 'RFx Settings' section with 'Status' (Open for Bidding) and 'Workflow Status' (Open for Bidding). A 'Save as a template' checkbox is also visible.

In the Documents section of the Prepare Solicitation tab, users can upload additional documents, or attach existing documents from the Setup Documents tab.

The screenshot shows the 'Documents' section with two buttons: 'Create a Document' (blue) and 'Attach Existing Document' (grey). Below the buttons is a search bar showing '0 Result(s)'.

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▲ Note that any document added in the Prepare Solicitation tab, regardless of type, will be visible to the public once the solicitation is posted.

▲ The process for adding a new document is the same as on the **Setup Documents** tab.

To attach an existing document, click **Attach Existing Document** and indicate the document or documents to be added by clicking the associated **Checkbox** (☐) icon.

<input type="checkbox"/>	Title	Contact	Last Modification (UTC-5)	Creation Date (UTC-5)	Validity End Date	Version
<input checked="" type="checkbox"/>	State Terms and Conditions	ROBINSON Will	10/30/2020 10:25:34 AM	10/20/2020 10:28:32 AM		1

When you have selected all of the documents to be added, click **Save & Close**.

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Review the details of the solicitation you have created. When you are ready, click **Submit**.

If no approvers are assigned, move on to step 29. Otherwise, you will need to wait for any approvers to complete their review prior to continuing.

Step-by-Step Instructions for Creating a Public Notice Solicitation

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On the **Prepare Solicitation** tab, click **Send**.

Send

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Select any relevant **Files to attach** and add any additional **Supplier Contacts** for each of the invited Suppliers.

Files to attach

☐ RFx documents

Company Name	Sending modes	User
<input checked="" type="checkbox"/> ACCENTURE	Email	Add Supplier Contact(s) * <div> <div>Smith Matt</div> <div>+</div> </div>
<input checked="" type="checkbox"/> CAREWORKS TECHNOLOGIES	Email	Add Supplier Contact(s) * <div> <div>Logan Ryan</div> <div>+</div> </div>
<input checked="" type="checkbox"/> KPMG LLP	Email	Add Supplier Contact(s) * <div> <div>Karumsi Dipan</div> <div>+</div> </div>
<input checked="" type="checkbox"/> ROLTA ADVIZEX TECHNOLOGIES LLC	Email	Add Supplier Contact(s) * <div> <div></div> <div>+</div> </div>

31

Click **Send & Close**.

Send and close

Click **OK** in both pop-ups that appear.

env01.ivalua.us says
Do you really want to notify selected suppliers ?

OK Cancel

env01.ivalua.us says
Do you want to open bidding period at the same time ?

OK Cancel

The solicitation has now been posted and is available for responses. Please note all responses and evaluations for Public Notice solicitations are completed outside of OhioBuys.

Step-by-Step Instructions for Answering Supplier Questions

▲

When a Bidder or Supplier submits an inquiry, the user responsible for the solicitation will receive an email notification and can view the question. They then can "unlock" the question for edit by forwarding. They can forward to any teammate on the team.

1

Log in to OhioBuys. From the Main Menu Navigation bar, click **Sourcing** and then select **Sourcing Projects** from the drop-down menu.

2

The Sourcing Projects page is displayed. On this page, you can enter search terms to locate your solicitation. Enter search terms in the Keywords search field and then click **Search**. By default, the search results on the Sourcing Projects page are filtered to only show projects relevant to your scope.

Keywords: [Red Box] Commodity: [Dropdown] [Limit to my scope] [Search] [Reset]

Workflow Status: [Dropdown]

Filters: Limit to my scope: [Green Checkmark] [X]

▲ You can also search for projects based on a variety of filters including commodity, workflow status, contact, Supplier, contracting entity, participating organizations, index, RFx type, solicitation status, or whether or not the solicitation has been designated for MBE set-aside. To access additional filters not pictured, click the **More Filters** (Y) icon.

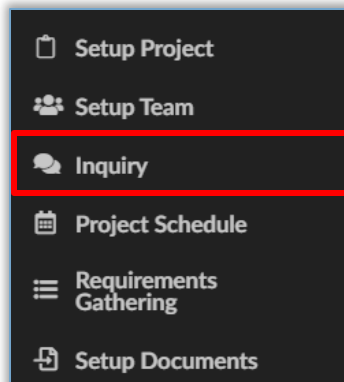
3

Open the sourcing project you would like to edit by clicking the **Pencil** (✎) icon.

Solicitation ID	Sourcing Project Name	Solicitation Type	Workflow Status	Commodity	Contracting Entity	Sourcing Step Shortcuts
✎ SRC0000000814	MWK Sourcing Project Test	Triple Envelope		Livestock		[Icons: Search, Print, Share, Help]

4

Navigate to the **Inquiry** tab.



Step-by-Step Instructions for Answering Supplier Questions

5

The Inquiries page is displayed. Users are able to search for specific questions using keywords. Click anywhere on a question line to open it.

Inquiries

Keywords: **Q Search** **Reset** **Advanced search**

Display:

Compose **Message History**

Subject	Messages	Last update (UTC-4)	Original sender	Last sender	Publicly Posted
Question	0 / 2	8/3/2020 11:00:35 PM	KYLE BAILEY	KYLE BAILEY	<input checked="" type="checkbox"/>
Question	0 / 1	8/3/2020 10:59:54 PM	KYLE BAILEY	KYLE BAILEY	<input type="checkbox"/>
Question	0 / 1	8/3/2020 10:58:20 PM	Dipan KARUMSI (KPMG LLP)	Dipan KARUMSI (KPMG LLP)	<input type="checkbox"/>
Public Portal Config	0 / 1	8/3/2020 10:56:35 PM	Will ROBINSON (KPMG LLP)	Will ROBINSON (KPMG LLP)	<input type="checkbox"/>

6

The question is displayed. To respond to the question, a user must first click the **Forward** (↩) icon.

↩ Careworks Kurt (CARE... ↩ ✓

Send To

Recipients

Responsible (Sourcing Project)-
TRAINING
DASContractAnalyst25,

Does the State have a preferred training development software that we should use for this project? (e.g., Articulate 360 or Captivate 2019).

Step-by-Step Instructions for Answering Supplier Questions

7

Update the **Message Type** to **Public Response**. Doing so will post the Supplier's question publicly so that other Suppliers are able to see the State's response. The user should then select themselves in the **Recipients** field.

The screenshot shows a form titled 'Message Type *'. It has a dropdown menu set to 'Public Response' and a checkbox labeled 'Send me a copy'. Below this is a text input field containing 'Training DASContractAnalyst25'. The 'Send To' section includes a 'Recipients * ⓘ' dropdown and an 'External Emails ⓘ' input field. The 'Subject *' field contains 'Training Software?'. Below the subject is a text area with the question: 'Does the State have a preferred training development software that we should use for this project? (e.g., Articulate 360 or Captivate 2019)'. At the bottom, there is a 'Click or Drag to add files' button, a green 'Send' button, and a red 'Cancel' button.

- ▲ Clean up the Supplier's question by removing any sensitive or identifying information, as well as correcting any mistakes in spelling or grammar. This will ensure that the question is clear when it is posted to the public.

Once the Supplier's question has been cleaned up, click **Send**.

8

Navigate to the forwarded message and click the **Reply** (↩) icon.

The screenshot shows a message titled 'Training Software?' with a 'Public Response' status. It features a red 'Reply' icon and a blue 'Forward' icon. The message content is the same as in the previous screenshot: 'Does the State have a preferred training development software that we should use for this project? (e.g., Articulate 360 or Captivate 2019)'. The 'Send To' section shows 'Recipients' with 'Responsible (Sourcing Project)' selected. The date and time '10/9/2020 11:16:28 AM' are displayed in the top right corner.

Step-by-Step Instructions for Answering Supplier Questions

Ensure that the **Message Type** is set to Public Response. Indicate the **Recipients** of the response. You can choose both internal contacts on the project team and Supplier contacts.

9

Training Software? Public Response

☐ Send me a copy

Training DASContractAnalyst25

Send To

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TRAINING DASContractAnalyst25 x

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▲ Select **All internal team members** to send a reply to all users in the team tab.

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When you are ready, click **Send** to distribute your reply.

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Click **Save** and then click **Post Inquiry to the Public**. This will post publicly all of the questions and answers with the public response type.